

4 May 10

CDO/WDO DUTIES UPON NOTIFICATION OF AN INCIDENT

1. Obtain and record the following information on these pages. Ask the person reporting the mishap to respond to YOUR questions.

a. Local time of report _____ Date _____

b. Name of person making report _____

c. Reporter's address _____

d. Reporter's phone number _____

e. Did reporter see the mishap? YES _____ NO _____

f. Location of crash (map, roads, landmarks,)

City: _____

County: _____ State: _____

g. Type terrain (mountainous, level, etc.), and is the crash site accessible by car?

h. Type or description of aircraft (bureau number or side number if available/squadron assigned).

i. Was fire involved: YES: _____ NO: _____

j. Extent of damage to aircraft. _____

k. Number of personnel involved and extent of injuries _____	

l. Were civilians involved?	YES _____ NO _____
m. What is the weather like at the crash site? _____	

n. How did the mishap happen? _____	

o. What is the extent of damage to private property? _____	

p. Were state or local police notified? YES _____ NO _____	
If so, where? _____	
q. Was medical assistance requested?	YES _____ NO _____
r. If caller is military, ask if OPREP-3 has been sent.	
YES _____	NO _____ DTG _____

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s. Ask for names of other witnesses and their phone numbers.

_____	_____	_____
_____	_____	_____
_____	_____	_____

t. Record any other information you receive from the caller:

VERIFICATION

2. Verify all mishap calls to insure authenticity. Verify with a source other than original caller if possible (i.e., Base operations, local police, or fire department).

NOTIFICATION

3. Notify the personnel and complete the required actions in paragraph 4 of this instruction.

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